

SECURITY PLAN

Library Bar

**630 W. 6th Street, Suite 116A
Los Angeles, California 90017**

**Owned and Operated by:
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S E C U R I T Y P L A N

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Definition of security:

- Freedom from exposure to danger, safety or a place of safety.
- Feelings of or the assurance of safety or certainty.
- That which secures a means of protection and defense.

Goals:

- To create a safe and secure environment within Library Bar for all patrons
- To provide a level of control and safety for all arriving and departing guests of Library Bar.
- To mitigate any noise or inappropriate conduct directed at the immediate neighbors and leaseholds by patrons upon entry or departure from Library Bar.
- To diffuse all situations as they occur. The Library Bar Security Staff will provide a strong presence by blending integrity and professionalism with advanced techniques of physical security, protection and detection. Current practices of the industry will be augmented with law enforcement strategies and tactics.

Introduction:

A strategy of deterrence will be adopted as to minimize the impact of additional traffic to the community while ensuring the benevolent effects of revenue and business. A policy of zero tolerance will be enacted against narcotics and other contraband. Proactive measures will be utilized (as training is available and techniques are safe). A policy of full disclosure/full cooperation will be in effect towards law enforcement personnel and other city officials. Additionally, full cooperation and coordination with neighboring businesses will act as a force multiplier of security for the community, businesses, patrons and employees.

Uniform for all Security

Security Uniforms: All Security staff will be required to wear
Black Trousers, (No Jeans)

A Plain Black T-Shirt or Polo Shirt

Black Security Jacket- Approved or Provided by Library Bar

Laminate or Patch on Breast Pocket

The laminate **will always be worn on Breast Pocket, identifying you as A Security Guard for Library Bar**. All Security will be easily identifiable to Guests, Law Enforcement, and Emergency Services Etc. Security will not work at anytime without a laminate or Breast Pocket Patch.

Structure:

Hours of Operation: 3pm to 2am, Monday through Friday
11am to 2am, Saturday and Sunday

Security listed below is when venue is at full capacity. This plan is augmented based on nightly capacity per the calendar of events booked.

Basic security guideline for staffing is as follows:

Head Security present at all times venue is open

General Security staff based on occupancy and Party or event configuration:

Security Requirement: **1 guard per every 50 patrons**

On Friday and Saturday nights between the hours of 10pm- 3am Library Bar will have a team of 2 security members working including the Security Head. Sunday through Thursday one guard will stay on for a minimum of 30 minutes past venue close.

Responsibilities:

Each staff member will be trained to set up and control cueing, adhering to the staging request of Central Police Department/Vice Unit in coordination with any requests from Rapid Transit.

All Security shall maintain order within Library Bar and its immediate surroundings and prevent any activity, which would interfere with the quiet enjoyment of their property by nearby residents.

All staff will be knowledgeable to all security positions and the requirements each different position entails.

IT IS THE DUTY OF EVERY MEMBER OF THE TEAM TO PROTECT THE ESTABLISHMENT, ITS PATRONS, AND EMPLOYEES FROM ANY AND ALL PERCEIVED AND REAL THREATENING SITUATIONS.

Head of Security

Roving Security Position - supervises general security staff

- Responsible for all security and safety
- Roves entire venue during operating hours to ensure patron flow, keep aisles and exit pathways clear.
- Liaison to state and city officials. Liaison between venue owners, party coordinators, promotional staff all based on security requirements.
- Coordinates space configuration on a nightly basis
- Ensures proper requirement compliance of all security staff
- Maintains the contact information list of all security personnel working each and every shift. Provides law enforcement officials with this list upon their request and with proper government.
- Provides security walk out for departing employees-end of shift
- Maintains CPR certification

Stationary Security - Guard 1

Controls front door at all times, monitors entry of all patrons.

- Controls access to the venue
- Checks for proper identification
- Enforces zero tolerance policy towards narcotics and contraband
- Counts all persons entering the club
- Controls Exit Count on Clicker-Fire Assemblage
- Maintains CPR certification

Roving Security – Guard 2 (If Necessary)

Security for Bar / Lounge / Restrooms

- Monitors bartenders for proper ID's, not over-pouring and operational integrity
- Monitors Bar / Lounge for Occupancy
- Maintains security for bar
- Maintains security presence in restroom corridor
- Monitors patron traffic flow
- Maintains CPR certification

Additional Security Team Members will be scheduled on an as needed basis and determined by Library Bar Operators and Security Head.

Communication:

Each security staff member will carry a hand held Motorola radio. Surveillance attachments (ear piece/microphone) will be utilized as warranted. Management and Security Head of Library Bar will constantly monitor all radio traffic.

Electronic Security:

Library Bar will always use an extensive CCTV (Closed Circuit Television) system integrated with an alarm network, which will feed into the control room. This camera system will provide coverage of all interior areas, including all entrances and exits to the premises. The camera system will be activated and in use during any business activity. Advanced digital recording will store all data from the CCTV and alarm systems. All data will be maintained for no less than a 30-day period. All tapes shall be made available to the police department upon demand.

Requirements For Security Personnel

A valid Guard Card issued by Consumer Affairs, State of California

Certificate of completion, Alcoholic Beverage Control Department "LEAD Program"

Certificate of completion, Hollywood Police Department "Star Training Program"

Special Requirement for team leaders only, certificate of CPR (cardio-pulmonary resuscitation) training

Trained on cueing line to lesson the impact of foot traffic and traffic flow for motor vehicles.

Trained in all aspects of how to fill out FI (field interview) reports

Knowledge of general layout to include all safety devices and emergency escape routes
Standard First Aid Card, Provided Through Red Cross, Renewed Every 3 years. (This basic course provides full CPR Training)

Security Personnel Agreement

Verbal skills and proper utilization of force will be our primary tools of conflict resolution. Calm, exacting and professional behavior will give our neighbors and clientele the strong perception of a good positive security presence, while retaining the ability to use the strength of our bodies **only** when presented with extreme situations.

Each Security Staff Member will be required to obtain a pass in Red Cross training for Basic First Aid. This class will be In addition to completing all seminars and work shops.

Library Bar will educate all Security Guards in the basic response skills necessary to assist in the event of a drug overdose, natural disaster, bomb threat etc.